Business Travel Insurance Provides Extra Security

When a Berkeley professor on a research mission in the mountain forests of New Caledonia fell down a ravine and crushed his leg, he needed urgent medical care and to get back to the US. With the help of Travel Assistance provided by UC's Business Travel insurance carrier, he received emergency treatment and returned home accompanied by a medical assistant. The business travel policy covered all of these expenses. UC's business travel insurance covers all UC faculty, staff and students who travel on University business. The plan includes coverage for:

- Out-of-country medical
- Lost luggage, personal property and trip cancellation or interruption
- Emergency medical evacuation and repatriation
- Security extraction
- Accidental death and dismemberment

One component of the program is a registration process for each trip for those who travel out of state or out of country. The advantage of registration is that, in an emergency, UC can "find" the traveler and deliver important information. Employees who register their travel will receive a one-page document with information about the Travel Assistance program, including instructions on what to do in a medical emergency and a card with emergency phone numbers.

For more information about business travel insurance and the online registration form, see the Business Travel website.

MyTravel

Contact: Lisa Cruz or Laura Kemp

MyTravel users,

The IRS has increased the mileage reimbursement rate to 58.5 cents per mile for miles driven 7/1/08 or later. MyTravel has been updated to calculate the correct rate based on the date entered. When submitting mileage reimbursement claims where the period crosses over July 1, add two separate entries on the expense report. For example, if someone drove 100 miles (50 before 7/1 and 50 after 7/1) add an entry using a date before 7/1 and another using a date 7/1 or later. The system will calculate the first 50 miles at 50.5 cents per mile and the last 50 miles at 58.5 cents per mile.
EZ Go Gasoline Powered Utility Cart
Contact: Laura Kemp & Lisa Cruz

EZ Go Gasoline Powered Utility Cart
Operation and Safety Training Checklist

Name_______________________________________
Date________________________________________

General Rules

- Carts are checked on a one day basis. They must be returned to the winery for overnight storage as there are no secure places to park them at the RMI at this time.
- Vehicle must be returned by 5 pm the day of check out
- Vehicles are only to be used for official department business
- No one who has not been trained in cart operation will be allowed to use the carts.
- Training is conducted by winery staff only
- Training records are maintained in the winery managers office

Pre-Operation

- _____ Check out vehicle from Winery Staff
- _____ Lift cargo deck and check engine oil
- _____ Verify sufficient fuel

Operation

- _____ Vehicles are not permitted on campus roads with the exception of the center campus core
- _____ Vehicles are permitted on bike paths outside the center campus core
- _____ Refer to the map in the vehicle for the path between the RMI and the Enology Building
- _____ Seating is limited to two riders.
- _____ No riders are allowed in the cargo area
- _____ Keep hands and feet inside the vehicle when moving at all times
- _____ Be aware of bicycle traffic
- _____ Remove key when parking and leaving the vehicle

I understand that failure to follow these rules will result in loss of cart privileges.

________________________________________________ Date___________
Signature

Training conducted by ______________________________ Date___________
Vehicle Operation

Section 5.01. Applicability, California Vehicle Code. All of the provisions of the California Vehicle Code applicable to the operation of vehicles and bicycles and equipment required thereon are expressly applicable on the University, pursuant to Sections 21113 and 21200 of the California Vehicle Code.

Section 5.02. Traffic Control Devices. No motor vehicles other than authorized emergency vehicles or specifically authorized University vehicles shall be permitted to drive between white traffic control posts, otherwise referred to as traffic bollards, or to drive around, over or through any posts or gates at any time.

a) No vehicles other than authorized emergency vehicles responding to an emergency shall drive over and break a breakaway bollard.

b) No vehicles shall drive around traffic bollards or gates, or cross landscaped areas, curbs, or any other device designed to control vehicular traffic except authorized emergency vehicles in the performance of duties which require such movements.

c) Any traffic control post removed to allow authorized vehicle passage in a non-emergency situation must be immediately replaced and, if possible, secured by the vehicle operator.

d) No authorized vehicle operated in a non-emergency situation shall enter or leave an area controlled by traffic bollards without its operator replacing and securing any bollard found removed from its socket or reporting any missing or broken bollards to the Facilities Services’ Work Order Desk as soon as possible.

e) No person shall use any foreign object or device to open core area gates to gain unauthorized entry.

Section 5.03. Unauthorized Traffic-Campus Core Area. The operation of vehicles, motorcycles, motor-driven cycles, motorized bicycles or motorized quadricycles is prohibited upon the roadways within that area on the main campus known as the central campus core unless authorized by parking Services or the Police Department. Authorized vehicles permitted to travel within the core area shall obey all rules governing the core area and shall be furnished with a permit indicating an exemption from this provision. The operators of such vehicles shall be obligated to display appropriate permits and present them upon request to Police Officers or Parking Enforcement Officers.

Section 5.04. Driving on Landscaped Area. No vehicles other than authorized utility and emergency vehicles shall drive on any landscaped area. For the purpose of this Section, a landscaped area shall be defined as any unpaved area that has been planted with grass, trees or shrubbery or which has been graded or improved for purposes other than use by vehicular traffic including undeveloped fields and agricultural areas, decomposed granite areas, or any paved or brick patio areas.

Section 5.05. Driving on Sidewalks, Pedestrian Corridors or Bicycle Paths. No motor vehicles, including motorcycles, motor-driven cycles and motorized bicycles; other than specifically authorized vehicles shall be operated on any sidewalk, pedestrian corridor, or bicycle path on the University. In such circumstances, where motor or battery powered vehicles are operated on sidewalks, pedestrian corridors or bicycle paths, they shall yield the right of way to pedestrian and bicycle traffic.

Section 5.06. Wheelchairs are Exempt. Wheelchairs, motorized wheelchairs, electric carts which meet the requirements of the Vehicle Code or similar devices operated by persons with physical disabilities are exempt from the restrictions contained in Sections 5.02, 5.03, 5.04, and 5.05 of this chapter.

Section 5.07. Speed Limit in Parking Lots. The maximum vehicle speed limit in any parking facility or parking area is 10 miles per hour, unless otherwise posted.
**Section 5.08. Speed Limit in Closed Core Area.** The maximum vehicle/bicycle speed limit in the main campus known as the closed core area is 15 miles per hour, unless otherwise posted. In general, motorized vehicles provided access to the closed core area shall not move during the break between classes.

**Section 5.09. Speed Limit on Campus Bicycle Paths.** The maximum speed limit for all traffic on campus bicycle paths east of Highway 113 and north of Interstate 80 is 15 miles per hour.

**Section 5.10. Traffic Circles.** No vehicles shall enter the center of a traffic circle, except authorized emergency and service vehicles in the performance of duties which require movement into or through the center of a traffic circle.

**Section 5.11. Operation of Motorized Wheelchairs.** No person shall operate a motorized wheelchair, motorized quadricycle, motorized tricycle or similar devices on the University except a person who by reason of physical disability is otherwise unable to move about as a pedestrian.

**In case of Emergency**

In the event of an accident or emergency which threatens someone’s life or safety, if you are at a campus telephone, dial 911; if you have a cellular telephone, call 752-1230. Do not call 911 from a cell phone, it will go to CHP.

Identify the **exact location** first. Stay on the line and answer the dispatchers questions about where the accident is located, extent of injuries, etc.

Minor accidents in which no injuries have occurred are reported to the winery manager.

The persons involved will be required to submit a report detailing what happened.

**EMPLOYEE CHANGES**

Contact: Anne Berg

Andrea Versari and Giuseppina Parpinello are a couple visiting from Italy until December. Dr. Versari is working in Roger Boulton’s lab and Dr. Parpinello is working with Hildegarde Heymann.

**Jeff Wheeler** is a recent SRA in the Walker lab. He is taking a few weeks off to help with harvest at his former employer, but will be back with us sometime in October.

**Warren Place** is returning to the Bisson lab for a few months as a Postdoc.

**Megan Kyles** has moved from student Assistant to being a GSR in the Smart lab.

**Annegret Rust** has also become a GSR in the Waterhouse lab.

**Tarana Shaghahi** has become a Junior Specialist in the Matthews lab

**Jean Dodson** is the new V&E Peer Advisor for 2008-09

**Tim Jones** and **Ryan Powers** are new students with the Walker lab field crew.

**Erika Franke** is a new student assistant helping Mike Ramsey with lab preparations.

**Shawn Brynildson** has moved from working for Mike Ramsey to helping Lucy Joseph with the yeast collection.
POLICY ON MINORS IN LABS
Contact: Lucy Joseph

Chapter 290, Health and Safety Services
Section 32, Minors in University Facilities
Approved: 8/25/08
Supersedes: New

Responsible Department: Environmental Health and Safety
Source Document: California Labor Code Sections 1285-1312

Exhibit A, Waiver of Liability, Assumption of Risk, and Indemnity Agreement
Exhibit B, Project Checklist for Minors Performing Research in Laboratories

I. Purpose

This section outlines policy and procedure governing minors in university facilities where hazardous chemicals, biohazardous or infectious materials, radioactive materials or radiation producing equipment are used or stored or physical hazards exist (i.e., compressed gases, high voltage, extreme temperatures, excessive noise, lasers, etc.).

This policy applies to all minors, including students working on science fair projects, involved in any of UC Davis educational outreach programs, or employed in laboratory setting. The policy does not apply to students enrolled in courses listed in the UC Davis General Catalog or Extension Catalog having a laboratory component.

II. Policy

A. The University ensures the safety of minors visiting or participating in research laboratory experiences by balancing the advantages of scientific experiences with the need for safety.

B. Minors 12 years or younger are not allowed in UC Davis research laboratories, shops, or vivaria other than as part of an approved and supervised tour.

C. Minors between the ages of 12 and 18 years of age are allowed in UC Davis laboratories or vivaria with the written consent of their parent(s) or guardian, when accompanied by a trained and knowledgeable campus supervisor and must follow the safety training requirements described at http://manuals.ucdavis.edu/PPM/290/290-32.htm

ONLINE EARNINGS STATEMENT
Contact: Anne Berg

ACCESS YOUR EARNINGS STATEMENT ON-LINE!
To every employee who has direct deposit of pay, UCD is no longer sending paper Earnings Statements to the department.

You can access it on-line using the link below.
https://atyourserviceonline.ucop.edu/ayso
If you do not know your Username or password, click on "New User or Don't Have a Username?" at the bottom and follow the instructions. After you get signed in, click on Earnings Statement, which is to the right side of the page under Income & Taxes.

If you need additional information, look at the following web site.
HTTP://PAYROLL.UCDAVIS.EDU/OES/INDEX.CFM
Thanks to the support of KLR Machines of Sebastopol, CA, and Bucher Vaslin of France, the winery received a new crusher-stemmer, elevator, and membrane press last Friday. We look forward to incorporating this state of the art equipment in all phases of the winery teaching and research programs.

We will release more information as soon as we get the equipment on line.

Thanks to all who helped out with the discussions to make this possible as well as the off-loading and set-up.